Appendix B: Sample Form for Submission of Nutrient Analysis Data

Product Number should be your product's 5 digit UPC #.

The *shortened product name* is built using the USDA standard for abbreviations. We can complete this for you or please ask us for the abbreviation listing.

The *Unit UPC* and the *Shipping Container UPC* are very important for correctly matching the information to the product.

The *CNP Food Category* comes from a USDA Table. Please select from the following list of 2 digit categories.

1 Dairy:btr,cheese,eggs,milk,ygrt
2 Spices: seasonings, flavorings, leavenings, leavening agents
3 Baby food
4 Fats & Oils:margarine, shrtng, mayonnaise, salad dressings
5 Poultry: chicken, turkey
6 Soups, Sauces and Gravies
7 Luncheon meat & sausage
8 Cereals
9 Fruits and Fruit Juices
10 Pork
11 Vegetables:inc.beans& legumes
12 Nuts and seeds
13 Beef
14 Beverages
15 Fish
16 Condiments:bread,mstrd,relsh
17 Lamb
18 Baked goods: bread, cakes, cookies, crackers etc.
19 Snacks and Sweets
20 Grains
29 Miscellaneous
30 General Recipes
31 Bread & Cereal Recipes
32 Dessert Recipes
33 Main Dish Recipes
34 Salad and dressing Recipes
35 Sandwich Recipes
36 Sauce and Gravy Recipes
37 Soup Recipes
38 Vegetable Recipes
39 Breakfast Recipes
43 Purch. mx dish:lunch entrees
44 Purch mxd dish:breakfast entr
45 Meat Subst./Vegtble protein

Please select one of the letter choices. These answers help validate the nutritional information.

List Of Ingredients should contain all of the ingredients found in the product. Enter the ingredients as they are listed on the package label.

USDA / Child Nutrition Program (CNP)

Manufacturer Name: _____ (30 Characters)

Contact Name: _____

Address: _____

_____

_____

_____

_____

Date Submitted: _____ (MM/DD/YYYY)

MFR Product Number: _____(14 Characters)

MFR Product Name: _____(76 Characters)
Example: (Product Name [Macaroni & Cheese]. Pack Size [4/76 oz.]. Brand Name [Cheesier])

MFR Product Name Shortened: _____(40 Characters)
Example: (Product Name [Macaroni & Cheese]. Brand Name [Cheesier])

Brand:_____(40 Characters)

Unit UPC: ___-_____-_____-___
Example: 0 – 12345 – 12345 – 0

Shipping Container UPC: ____-_____-_____-___
Example: 100 – 12345 – 12345 – 0

CNP Label – Produced Specifically for CNP? (Y/N):   Y   or   N

CNP Food Category: _____ (2 digits)

CNP Source Code: Select 1,2,3, or 4:   1 - Standard Reference
                                                        2 - Standardized Recipe Calculation
                                                        3 - Food Industry
                                                        4 - Commodity

NLEA Adjusted Values (Y/N): Y   or   N

Analytical, USDA Data, Calculated (A/U/C):   A or U or C

As Served/Consumed or As Purchased (C/P):   C   or   P

Is this an enriched or fortified product? (Y/N): Y   or   N

LIST OF INGREDIENTS: (20 lines by 76 characters)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

The nutritional **Serving Size** fields must be equal - for example if your nutritional information is based on 100 grams the Household servings size could be 3.53oz.for a non-liquid product.

The **Household Serving Measure** must be selected from the following list of abbreviations. You can use the **Household Serving Description** to describe the measurement in more detail.

CM	Centimeter
CUP	Cup -8 fl. Oz.
FT	Feet - dimension
GAL	Gallon- fluid, volume
GM	Gram, weight
IN	Inch, dimension
KG	Kilogram, weight
LB	Pound, weight
LT	Liter, fluid, volume
M	Meter, dimension
MG	Milligram, weight
ML	Milliliter, fluid, volume
OZ	Ounce, weight
OZ FL	Fluid ounce, volume
PACKAGE	Box,Case,entire unit
PIECE	Portion, serving
PT FL	Pint, fluid, volume
QT FL	Quart, fluid, volume
TBSP	Tablespn, fluid, volume
TSP	Teaspoon,fluid, volume

Each of the underlined **nutritional fields** can hold numbers from 0.00 to 9999999.999, except **Unit of Measure** which is for letters.

The MASTER packaging information is usually based on the entire case.

The **underlined fields** can hold numbers from 0.00 to 999999.9999999.

The **EACH** packaging information is based on the smallest breakdown in the case. Example: EACH would be the individual package. The EACH may be the same as the MASTER or it may be a different breakdown..
i.e. 2/5 lb. bags.
MASTER = 2 5 lb. Bags
EACH = 1 5 lb. Bag

The **underlined fields** can hold numbers from 0.00 to 999999.9999999.

We can fax you an example of all of the Packaging field levels if you need more detailed information. Call SPS at 1/800-777-2924 ext. 152

MFR Product Number: _____(14 Characters)

Serving Size For Nutrients: (Grams) _____.___

Household Serving Size _____.___   Household Serving Measure_____(8 char.)
Example: 12345.12   OZ.

Household Serving Description:_____ (76 characters)

Energy:	_____KCal(Calories)	Protein (Total):	_____g
Total Fat (lipid):	_____g	Sodium:	_____mg
Saturated Fat:	_____g	Vitamin A:	_____IU
Water (Moisture):	_____g	Vitamin A:	_____RE
Ash:	_____g	Vitamin C (Total):	_____mg
Carbohydrates(Total):	_____g	Iron (Total):	_____mg
Cholesterol:	_____mg	Calcium:	_____mg
Total Dietary Fiber:	_____g		

MASTER:
Unit Quantity _____   Description: _____ (8 characters)
Example: 1234   Box

Unit Size: _____._____   Unit Size Measure:_____(8 characters)
Example: 123456.1234567   OZ

Unit Size Description: _____ (50 Characters)
Example: 1234   corrugated box

Gross Weight _____._____ LB   Net Weight: _____._____ LB
Example: 123456.1234567   123456.1234567

Height _____._____IN   Width: _____._____ IN
Example: 123456.1234567   123456.1234567

Length: _____._____IN   Cube: _____._____ FT
Example: 123456.1234567   123456.1234567

EACH:
Unit Quantity _____   Description: _____ (8 characters)
Example: 1234   Box

Unit Size: _____._____   Unit Size Measure:_____(8 characters)
Example: 123456.1234567   OZ

Unit Size Description: _____ (50 Characters)
Example: 1234   corrugated box

Gross Weight _____._____ LB   Net Weight: _____._____ LB
Example: 123456.1234567   123456.1234567

Height _____._____IN   Width: _____._____ IN
Example: 123456.1234567   123456.1234567

Length: _____._____IN   Cube: _____._____ FT
Example: 123456.1234567   123456.1234567

Servings Per Each Unit:_____._____(7 digits with 2 decimals)
Example: 12345.12